

# SNS Supply Chain Dashboard

## Retailer Weekly Data Entry

### Quick Reference Guide

#### Quick Tips

##### Logging in to CIT

1. Access Secure Data Network (SDN) at <http://sdn.cdc.gov> and type your challenge phrase.
2. The **SDN Activity Page** displays.
3. Select **SNS Supply Chain Dashboard**. The **Purpose and Confidentiality Statement** page displays. Follow the instructions to access the page

**Note:** If you do not have a SDN digital certificate, contact the PHIN Helpdesk using the contact information below.

##### Getting Help

Click [Help](#) on the navigation panel and then click [Online Help](#) to display the online help system.

**Note:** You may also access the Online Help system by clicking the [Need Help?](#) link at the top of each screen in the application.

Contact the **PHIN Help Desk**

Phone: (800) 532-9929

Email: [PHINTECH@cdc.gov](mailto:PHINTECH@cdc.gov)

Hours: M – F, 8:00 A.M. – 8:00 P.M. (EST)

#### Entering Weekly Data for Retailers

The following instructions explain how to enter the quantity on hand and available (not committed to customers) and the order fill rating. The rating indicates your company's current order fill status for each countermeasure.

Global Administrators and Retailers are authorized to perform this task.

1. If not currently displayed, click [Data Collection](#) in the navigation panel and then click [Weekly Data Entry](#).
2. The information in the **Provider** field varies by user. Which type of user are you?
  - **Retailer:** The **Provider** field defaults to the business entity for which you are authorized to enter data. Continue to step 3.
  - **Global Administrator:** In the **Provider** field, select the distributor for which you are entering data.

3. In the **Date as of** field, specify the date (Wednesday only) for which you are entering data.

Do one of the following:

- Enter the date in mm-dd-yyyy format.
- Click in the field to display a calendar, and then select the date.
- Click on the calendar object to display a calendar, and then select the date.

4. Are you a **Global Administrator**?

- If **No**, continue to step 5.
- If **Yes**, in the **Copy From Date** field, specify the date you want to copy data from. Then,

Do one of the following:

- Enter the date in mm-dd-yyyy format.
- Click in the field to display a calendar, and then select the date.
- Click on the calendar object to display a calendar, and then select the date.

5. Click the **Go** button. The form to enter the data displays.

6. For each countermeasure, do the following:

- Enter the current supply in the **Supply Qty** field.
- Select the order fill rating in the **Rating** field.
- Select the reason for the rating in the **Reason** field.

7. Click the **Save** button. The system saves the information you entered.

8. Click the **Close** button to exit the system.